

## FINANCE AND ADMINISTRATION COMMITTEE

Approved Minutes

DATE: November 4, 2003

TIME: 1:00 p.m.

PLACE: Fillmore Street Complex

PRESENT: Gordon Schrottenboer, Robert Rinck, Roger Rycenga, Philip Kuyers

ABSENT: Cornelius Vander Kam

STAFF & GUESTS: Greg Rappleye, Corporation Counsel; Rosemary Zink, Finance Director; Gary Rosema, Sheriff; Steve Kraai, Sheriff's Department; Robert Oosterbaan, Administrator; Jim Mankoski, MIS Director; Greg Westra, MIS Department; Mary Richardson, Treasurer; Sherri Sayles, Deputy Clerk; Media

SUBJECT: CONSENT ITEMS

Approve by consent the Minutes of the October 21, 2003, meeting as presented and approve the agenda of today as presented.

SUBJECT: BUDGET ADJUSTMENTS GREATER THAN \$50,000

FC 03-108 Motion: To approve budget adjustments #939 - #941.

Moved by: Schrottenboer Supported by: Rinck UNANIMOUS

SUBJECT: MONTHLY BUDGET ADJUSTMENTS

FC 03-109 Motion: To approve and forward to the Board the appropriation changes greater than \$50,000 and those approved by the Administrator and Finance Director for \$50,000 or less which changed the total appropriation from the amended budget for the month of October 2003.

Moved by: Kuyers Supported by: Rinck UNANIMOUS

SUBJECT: DISCUSSION ITEMS

1. Sheriff's Department Imaging System - Steve Kraai has been working with Greg Westra on the Sheriff's Department imaging system. It will be on the next Planning and Policy Agenda as an action item. Bob Oosterbaan asked about a cost justification. Jim Mankoski reported he didn't compute one. A cost justification will be completed and brought back to next month's Finance and Administration Meeting as well as the next Planning and Policy Meeting.

2. Automatic Clearing House (ACH) and Electronic Transactions of Public Funds Policy - Greg Rappleye reported this policy was written to comply with the state statute. It allows for electronic transfer of public funds.

3. Policy on the Use of Credit Cards to Pay Bills and Purchase Goods and Services from Ottawa County and the Ottawa County Courts - This policy allows the use of credit cards by the public to pay bills and to purchase goods and services from the county and the courts. The fee assessed to the county is 2%. Competitive bids were taken from service centers when the first departments starting using credit cards. At

this time, District Court and GIS are the departments accepting credit cards. Consensus of the committee to proceed.

SUBJECT: ADJOURNMENT

FC 03-110 Motion: To adjourn at 1:50 p.m.

Moved by: Rinck Supported by: Schrotenboer UNANIMOUS